



COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

CHARITABLE GAMING COMPLIANCE OFFICER II

Job Number: 20001903
Job Code: 98810V151201
Job Group: 9800 - LAW
Job Established: 04/01/1997
Job Revised: 12/01/2015

Grade: 13 Salary (MIN - MID):

\$16,432-\$21,875 - Hourly

\$2,670.20-\$3,554.70 - 37.5 Hr. Monthly Salary

\$2,848.22-\$3,791.68 - 40 Hr. Monthly Salary

Special Entrance Rate:

NONE

NONE

NONE

PROBATIONARY PERIOD:

This job has an initial and promotional probationary period of 6 months. For additional information refer to: <http://www.lrc.ky.gov/kar/101/001/325.htm>.

CHARACTERISTICS OF THE JOB: *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Conducts in-depth investigations of alleged or suspected charitable gaming violations which may require working with law enforcement agencies. Provides training to other Charitable Gaming Compliance Officers. Performs duties in the inspection and monitoring of charitable gaming activities to ensure compliance with charitable gaming law (KRS Chapter 238); and performs other duties as required.

MINIMUM REQUIREMENTS:

EDUCATION:

Graduate of a college or university with a bachelor's degree.

EXPERIENCE:

Must have two years of experience as a charitable gaming compliance officer or experience in an investigative capacity for a federal or state regulatory agency.

Substitute EDUCATION for EXPERIENCE:

NONE

Substitute EXPERIENCE for EDUCATION:

Experience as a sworn police officer or investigatory or inspection experience for a federal or state regulatory agency will substitute for the required education on the basis of one year of experience for two years of college. General business or administrative experience will substitute for the required education on a year for year basis.

SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):

Must possess and maintain a valid driver's license prior to appointment in this classification.

EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION: *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Receives assignments from agency management to conduct in-depth investigations of alleged or suspected charitable gaming violations. Undertakes special coordinated investigative assignments with local police, state law enforcement officers and prosecutors. Serves as project leader on special investigations and assignments. Plans and performs complex investigative operations. Handles highly-specialized assignments, which may involve simultaneous investigations of more than one licensee. Trains new Charitable Gaming Compliance Officers on KRS Chapter 238 and charitable gaming administrative regulations. Inspects and prepares inspection reports on charitable gaming facilities, distributors, manufacturers and charitable gaming organizations' activities. Examines financial records of licensees during an inspection or investigation in conjunction with other personnel. Investigates complaints pertaining to charitable gaming activities, charity fundraising events, special limited charitable game events, and activities of manufacturers and distributors of charitable gaming supplies and equipment, and facilities. Locates and interviews witnesses. Collects and preserves physical evidence and testifies in complex administrative and criminal proceedings. Coordinates jurisdictional responsibilities with local and state law enforcement officers and prosecutors. Performs background investigations of charitable gaming license applicants.

UNIQUE PHYSICAL REQUIREMENTS:

TYPICAL WORKING CONDITIONS: *Incumbents in the job will typically perform their job duties under these conditions.*

Nature of industry requires work on a regular basis on weekends and occasionally on holidays. Frequent travel (including overnight travel) is required, and job duties will largely be performed during evening hours. There will be regular exposure to secondary tobacco smoke at inspection sites.

ADDITIONAL REQUIREMENTS:

Upon appointment, employees in this class may be required to maintain a valid driver's license and required to drive a licensed vehicle. This status may be necessary for the length of time in this class. If this is necessary it will be listed in the specific position description for that position. Applicants and employees in this job title maybe required to submit to a drug screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

THE COMMONWEALTH OF KENTUCKY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, SEXUAL ORIENTATION OR GENDER IDENTITY, ANCESTRY, AGE, DISABILITY, POLITICAL AFFILIATION, GENETIC INFORMATION OR VETERAN STATUS IN ACCORDANCE WITH STATE AND FEDERAL LAWS.